



# HKBK COLLEGE OF ENGINEERING

## Internal Quality Assurance Cell

Date: 16-01-2024

### Agenda of the Meeting: -

SL. NO.	Points of Discussion
1	COE for even semesters
2	NBA Visit-CSE,ISE
3	AQAR 22-23
4	Revised SOP and benchmarks
5	VAC and Certification courses
6	Awareness of OBE for new joinees
7	Participation of Students in external events.

### Members Present: -

1. Dr. Mohammed Riyaz Ahmed, Principal
2. Prof. Hussain Ahmed, IQAC Head
3. Mr. Manzoor Ahmed Khan, Secretary HKBKGI
4. Dr. Syed Mustafa. A, HOD ISE
5. Dr. Salim Shariff, HOD ME
6. Dr. C. S. Nagabhushana, HOD Mathematics
7. Dr. Zahira Tabassum, Associate Prof, ECE
8. Prof. Sumaiya Banu, Asst Prof, Humanities
9. Prof. Tahir Naquash, Asst Prof, CSE

### Special Invitees:

1. Dr. Tabassum Ara, HOD AIML
2. Dr. Sumiina, HOD CSE
3. Dr. Syed Abu Sayeed M, HOD Civil
4. Prof. Sheik Haroon Safdar, HOD EEE
5. Dr. Latha Rajagopalan, HOD ECE
6. Dr. Sanulla P.F, HOD Chemistry
7. Dr. Chandrakumar K, HOD Physics
8. Dr. Nadeem Pasha, Associate Prof, ME
9. Dr. Maaz Ahmed, Associate Prof, ECE

**Minutes of the meeting:**

Sl. No.	Compliance Report of previous meetings	Responsible persons
1	The departments of CSE and ISE received NBA for 3 years letter dated 8-1-2024.	IQAC Head
2	AQAR 22-23 was reviewed	IQAC Head and all Criteria owners.
3	Activities such as value-added courses, certification courses were conducted.	All HODs

**Discussion:**

Agenda Points and Discussion	Summary of Discussion	Responsible persons
COE for even semesters	COE for all even semesters prepared and lesson plan is ready.	All HODs and faculty
NBA –CSE,ISE	The departments of CSE and ISE received NBA for 3 years letter dated 8-1-2024. The department HODs were advised to study the remarks of peer committee and set new bench marks for better performing areas and work to improve upon the weak areas.	HOD CSE, ISE, IQAC team.
AQAR 22-23	AQAR 22-23 was reviewed and criteria coordinators were asked to upload supporting documents and complete the same by 15/1/24.	IQAC Head and all Criteria owners.
Revised SOP and benchmarks	From the recommendations of the NBA team, Principal and IQAC Head suggested some modifications in the existing templates and mentioned to follow common documentation and filing process across the departments.	IQAC Head, Principal, all HODs.
VAC and Certification courses	One value added course per semester was conducted across the departments. Most of the students from ISE departments took up npTEL certification courses and cleared with elite certifications. The other departments were advised to increase the student participation in certification courses like MOOC, NPTEL, Coursera etc as the same would help them their Honours degree.	All HODs



Awareness of OBE for new joinees (faculty)	One day workshop were conducted at department levels to create awareness about the outcome based education and the CO-PO process.	All HODs
Participation of Students in external events.	The HODs were advised to enhance the student participation in external events like hackathons, poster, paper presentations, project exhibitions etc at the national and international levels as this was one of points highlighted	All HODs

Zahna Tabassum  
 IQAC Chief Coordinator



*(Handwritten signature in green ink)*  
 Principal

